

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 28, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:07 p.m. on March 28, 2019, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange (joined the meeting via video conference), Donald Tuescher

Absent: Melissa Fitzsimons, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Josh Bedward, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Dan Imhoff, and Krista Weber.

Secretary Mickelson called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:

BOARD MEETING NOTICE/AGENDA

Thursday, March 28, 2019

5:45 p.m. – Presentations on Co-Curricular Assessment and Using Meaningful Retention and Completion Goals at the Institutional Level

6:15 p.m. – Board Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The March 28, 2019, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat/Regular Meeting of February 22-23, 2019
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer’s Cash Balance

- 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Second Reading of Governance Policy 2.6: Acting President
- B. Lease for Richland Center Outreach Site

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Performance Management Tool
- B. Board Monitoring Report - Quality Teaching & Learning
- C. Outreach Sites Overview
- D. Master Facilities Plan including Student Life Options
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 1. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
 2. Discussion of personnel issues per Wis. Stats. 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
 3. Discussion of preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 4. Approval of Closed Session Minutes – February 22, 2019

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail accom@swtc.edu}

After a review of the Consent Agenda, including the March 28, 2019, agenda; February 22-23, 2019, Board minutes; financial reports; 12 contracts totaling \$15,910.60 in February 2019; the retirements of Jim Broihahn – Building Trades-Carpentry Instructor and Tim Evans – Dining Services-Cook, and the resignation of Heather Ringberg – Online Navigator, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

The Board heard a second reading of Governance Policy 2.6: Acting President. Mr. Moyer moved to approve the second reading of Governance Policy 2.6: Acting President, as presented. Mr. Bolstad seconded the motion; motion carried.

Dr. Wood reviewed the lease with TWA Properties of Richland Center, WI, for 3,400 square feet of office/classroom space located at 373 W. Sixth Street, Richland Center, WI. This will be the location for Southwest Tech's Outreach Site in Richland Center when the current lease ends on June 30, 2019. Mr. Tuescher moved to approve the 61-month lease with TWA Properties of Richland Center, WI, beginning June 1, 2019, and ending on June 30, 2024, for 3,400 square feet of office and classroom space located at 373 W. Sixth Street, Richland Center, WI 53581, at a cost of \$3,400 each month for the first two years. Ms. Nickels seconded the motion; motion carried.

Krista Weber, Chief Human Resources Officer, and Josh Bedward, Master Electrician/Facilities Lead, updated the Board on the proposed tool to be used in performance management. The draft performance management tool and timeline were presented to the Board. The project team researched best practices in performance management, selected performance evaluation criteria and metric options, and created a tool that incorporates the College Values and Core Abilities into the performance management tool. The next steps are to select technology for implementation, train supervisors, implement a "dry run" of the performance tool in April – June and evaluate/adjust for the next cycle, and to finalize compensation structure for 2019-2020.

Dr. Katie Garrity, Chief Academic Officer, presented the Quality Teaching & Learning Board Monitoring Report focused on course completion, graduation rates, retention rates, job placement, and current initiatives used to increase access and improve student success through quality teaching and learning. Future efforts include increased ABE/GED transitioning aligned with academies; focused assessment and alignment with programs, Gen Ed, co-curricular, and advising; expanded & focused recruitment activities; expanded outreach; and new programming.

Dr. Garrity reviewed the current outreach sites and introduced potential options for outreach locations. Opportunities that exist include increased ABE transition and pathway entry, academy enrollment, new programs, and online expansion. A data-driven program pro forma will be developed that is targeted and focused, regional, and unique and is focused on employment opportunities, family sustaining wages, and employer support. The college will be looking beyond adult basic education at opportunities that do not compete with what we offer on campus, potential new

opportunities in a niche market, and online as a way to reach potential students we are currently not serving.

Holly Clendenen, Executive Director of College Advancement, and Dan Imhoff, Director of Facilities, Safety & Security, provided an update on the Master Facilities Plan including potential student life options. They showed potential architectural drawings for the cafeteria and kitchen, Lenz Center, Bookstore, meeting rooms, and a welcome center. Also included in the report was a rendering of a multi-purpose dome that would be used to enhance student life offerings and potentially rent out the facilities for tournaments, trade shows, etc. Ms. Clendenen and Mr. Imhoff will be meeting with the Student Senate in May.

Krista Weber, Chief Human Resources Officer, updated on College staffing. She updated on the status of the open positions of two Associate Degree Nursing instructors, an Ag Power & Equipment Technician Instructor, and a Farm Business & Production Management Instructor. The Board reviewed the FTE comparison enrollment report and the fall 2019 application report, which were down 2.8% and 5.4% respectively.

Dr. Wood shared that a final report had been received from the consulting firm hired to review our enterprise resources planning (ERP) system and they will present at the April Board meeting. He also shared that a very generous gift of \$600,000 had been received in the Foundation for scholarships. A third-party vendor used through the Bookstore was breached and many colleges were affected with 16 student accounts from Southwest Tech being compromised. The vendor is working with the colleges and those whose accounts were breached. There was a recent Job Fair where 84 employers participated. Charles Bolstad was elected to serve another three-year term on the Board. The next Board Appointment meeting will be held May 16 for the open positions of Employee and Employer Members, both from the North. Two presentation requests, one on internal governance structure and the other on success in fundraising, will be submitted for the ACCT Leadership Congress in October 2019.

Mr. Tuescher moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e), personnel issues per Wis. Stats. 19.85(1)(f), and preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c). Ms. Nickels seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:32 p.m. The Board reconvened to open session at 9:07 p.m. with no action taken.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 9:08 p.m.

Darlene Mickelson, Secretary